

**TRANSMITTAL OF INITIAL HIRE AGR SELECTION PACKET**

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

FOR: OTAG, CAJS-HR-AGR, P.O. BOX 269101, SACRAMENTO, CA 95826-9101

1. As directed by the CA ARNG AGR SOP, the following documents and information required to process selected individual are submitted.

a. INFORMATION/REMARKS: (As applicable)

- (1) Job Announcement Number: \_\_\_\_\_
- (2) Grade/Name of Selected Soldier: \_\_\_\_\_
- (3) Desired effective date: \_\_\_\_\_
- (4) Selected Soldier (is) (is not) an Excepted Civil Service Technician.
- (5) Selected Soldier (does) (does not) have a current chapter 2 or 4 AR 40-501 physical. Selected Soldier understands if required, CAJS-HR-AGR will coordinate a MEPS physical upon approval of selection.
- (6) Selected Soldier (does) (does not) require a PCS move. If soldier requires a PCS move included are the dependent names, date of marriage and children's DOB. (See Request for AGR Order, 600-5-2-5)

b. COMPLETED BOARD RECORDS AND DOCUMENTS required to process individual attached. (As applicable)

- (1) \_\_\_\_\_ Board Proceedings/OML (CAJS-HR-AGR Form 600-5-2-2)
- (2) \_\_\_\_\_ Consolidated Results (CAJS-HR-AGR Form 600-5-2-3)
- (3) \_\_\_\_\_ Board Member's Appraisal (CAJS-HR-AGR Form 600-5-2-4)
- (4) \_\_\_\_\_ All applicant's packets
- (5) \_\_\_\_\_ Board Appointment
- (6) \_\_\_\_\_ Request for AGR Tour Orders/Officer and Warrant Officer transfer/Enlisted transfer (CAJS-HR-AGR Form 600-5-2-5)
- (7) \_\_\_\_\_ Request for waiver, as required (include justification and/or attachments)
- (8) \_\_\_\_\_ Request for Administrative Reduction in grade (signed by Selected Soldier) (CAJS-HR-AGR Form 600-5-2-6 Sample DA Form 4187)
- (9) \_\_\_\_\_ Signed and witnessed Certificate of Agreement and Understanding (witnessed by E7 or above) (CAJS-HR-AGR Form 600-5-2-7)
- (10) \_\_\_\_\_ In Processing Orientation (CAJS-HR-AGR Form 600-5-2-8)
- (11) \_\_\_\_\_ Deployability Questionnaire (CAJS-HR-AGR Form 600-5-2-9)
- (12) \_\_\_\_\_ SF Form 52 to change technician status of selected soldier
- (13) \_\_\_\_\_ MOS plan (if not DMOS qualified)

- (14) \_\_\_\_ DA Form 4836 (Extension of Enlistment) to cover initial three-year AGR tour.

c. FINANCE DOCUMENTS WILL BE FORWARDED UNDER SEPARATE COVER.

- (1) \_\_\_\_ State of Legal residence Certificate (DD Form 2058)
- (2) \_\_\_\_ Jumps Army Pay Election (DA Form 3685)
- (3) \_\_\_\_ Direct Deposit (SF Form 1199A)
- (4) \_\_\_\_ Withholding Exemptions (W4 Form)
- (5) \_\_\_\_ Government Rations Not Available (DA Form 4187)
- (6) \_\_\_\_ Authorization to Start BAH (DA Form 5960) Include copy of mortgage/lease/rental contract and certified copy of marriage certificate/birth certificate(s).
- (7) \_\_\_\_ Dental Insurance Plan Enrollment (optional) (DD Form 2494)
- (8) \_\_\_\_ Authorization to Start/Stop/Change Allotment (DD Form 2558)
- (9) \_\_\_\_ Request for advance pay -PCS only (DD Form 2560)

**NOTE: ALL FINANCE DOCUMENTS MUST BE ORIGINALS** except supporting documents. Finance documents forwarded under separate cover must be received at USPFO, ATTN: CAUS-MP-AGR.

d. Additional Remarks:

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Signature Block FTUS Supervisor